

# ACTON NATURAL RESOURCES DEPARTMENT

## INTERDEPARTMENTAL COMMUNICATION

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**To:** Peter Ashton **Date:** January 8, 2004  
**From:** Tom Tidman, Director   
**Subject:** Budget Questions: Cemetery Storage Building

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Peter,

The appropriation in FY'99 was in the amount of \$100,000. To date we have spent about \$8,000 for architectural design fees and advertising. I have attached several memos generated during the bidding process that will shed some light on the steps we've taken thus far.

In general, we based the size of the storage building on the needs of the expanded department; including recreation mowing equipment and other inventory along with cemetery trucks and back-hoe. We are confident that our needs can be met with a 40' x 60' building. We fashioned our design on the storage building located behind the Fish & Wildlife Field Office on Harris Street.

The Fish & Wildlife storage building was constructed in the early 90's for about thirty-five thousand dollars, obviously not prevailing wage. We had our architect examine the structure and estimate a price for similar construction. Clearly, he was surprised by the high bids that came in. As you will see in the attached memo's modifications were made to the building and re-bid in 2002. Once again, the bids came in above the appropriation.

Attachments: a) IDC, Don Johnson to Cemetery Commission 11/7/01  
b) Letter, Dean Charter to Paul Lieneck 3/18/02  
c) Letter, Dean Charter to Paul Lieneck 8/27/02

# ACTON MUNICIPAL PROPERTIES DEPARTMENT

## INTERDEPARTMENTAL COMMUNICATION

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**To:** Cemetery Commissioners **Date:** 11/7/01  
**From:** Don P. Johnson, Town Manager  
**Subject:** Woodlawn Service Building bid results

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On November 1, 2001, the seven bids received for the Woodlawn Service Building were publicly opened, with bid results ranging from a low of \$165,162.00 to a high of \$257,500. As you know, the total appropriation for the project was \$100,000, of which approximately \$92,000 remains after design, bid, and advertising expenses.

Attached please find a bid summary sheet prepared by the architect, as well as his suggestions of how the building might be scaled back in an attempt to bring it in closer to budget; obviously, the scaled back building will bear little resemblance to the building originally designed.

In order for the bid to be awarded, additional funding that is not in the Town budget would need to be acquired. In addition to the bid price of \$166,162.00, a construction contingency of 20% of the bid price should be allowed, plus the cost of parking and drainage work that was not part of the original budget or included in this bid.

The Town must act within 30 days of the bid opening in order to preserve the low bid, please get back to me as soon as possible with your thoughts.

Attach.

CC.: Tom Tidman  
Dean Charter  
Paul Lieneck, AIA



**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts, 01720  
Telephone (978) 264-9629  
Fax (978) 264-9630

**Municipal Properties Department**

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March 18, 2002

Mr. Paul Lieneck  
Haynes, Lieneck, and Smith, Inc. Architects  
40 South Road, P.O. Box 128  
Ashby, MA, 01431-0128

Dear Paul,

I have discussed the various cost savings options for the Cemetery Storage Building with Tom Tidman, the Natural Resources Director, and with Dave Lee, Cemetery Foreman. Based on those discussions, I would like you to modify the plans and specifications as follows:

1. Building is to be moved away from the slope, onto the flat area, so that it can be built slab on grade. In the previous plan we showed running the concrete up about three feet to protect the interior from vehicle strikes; delete this feature.
2. Delete all electrical work; just leave a sleeve through the foundation headed towards the existing Service Building, to accommodate future electrical service.
3. Exterior finish is to be T-111 plywood
4. The Highway Department has pulled all the stumps from the site, and is presently stripping off the topsoil. They will haul off excess subsoil (gravel) later this week. You probably should come by at the end of the week to take a look. In any case, the G.C. will have very minimal site work.
5. Delete all painting. This work will be done by the Cemetery Department
6. Delete overhead doors, just leave a rough opening
7. Delete floor slab.

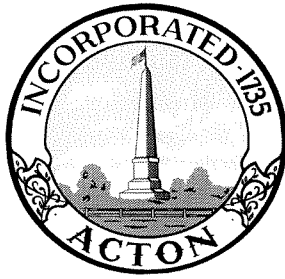
I would like to include the following as alternates:

1. Add back the floor slab (most desired alternate)
2. Add back the overhead doors

As you know, we started out with an appropriation of \$100,000, of which \$91,000 remains, hopefully these changes will bring the project in on budget. If you have any questions, please do not hesitate to contact me.

Sincerely,

Dean A. Charter  
Municipal Properties Director



**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts, 01720  
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Fax (978) 264-9630

**Municipal Properties Department**

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August 27, 2002

Mr. Paul Lienek, AIA  
Haynes, Lieneck, and Smith  
P.O. Box 128  
10 Common Road  
Ashby, MA., 01431-0128

Dear Paul,

I have discussed the results of the most recent bidding for the Cemetery Service Building with Tom Tidman, Natural Resources Director, and he has relayed the results to the Cemetery Commissioners. As you know, we had an original appropriation of \$100,000 for this project, of which \$91,230 remains unencumbered after design fees and two rounds of bidding. In the first iteration, in November 2001, we received 7 bids, the lowest being \$165,162. After drastic redesign and reduction in scope, the building was again put out to bid. In the latest round, two bids were received on August 13, 2002, with the lowest base bid being \$129,610, and the other \$138,895.

The consensus from the Cemetery Commissioners is that there are no appropriate Trust Funds that could be accessed to supplement the original appropriation. It does not make sense to make the building any smaller, nor can we make it any simpler. I think we might be in a "Catch - 22" here, in that if the building were any cheaper we would get no bidders, because it would not be worthwhile for the bidders to go through the process, bonding, insurance, etc.; they would not be able to recover their overhead.

Therefore, I am recommending that the Cemetery Commissioners request additional funds in the amount of \$55,000, to be appropriated at the April 2003 Annual Town Meeting. With our budget process, we should have an early indication in late fall, 2002, if that request is going to get on the Warrant. I will suggest we put it out to bid one last time, in December 2002, with the hope that we will catch a good bid at the bottom of the market. If so, we withdraw the funding request. If not, we have one more piece of evidence justifying the need for more funding.

At this point, Please notify the two bidders that both bids exceeded the appropriation, and are rejected. I will get back to you later in the fall about how we will proceed next.

Sincerely

Dean A. Charter  
Municipal Properties Director

Cc.: Don P. Johnson, Town Manager  
Thomas Tidman, Natural Resources Director  
Cemetery Commissioners